

Dear Parents/Carers,

The Reception team have recently sent you an email with a login for 'Evidence Me'. This is a site that we use to share your child's learning in school with you. It allows you to take photos, videos and can tell you in detail about what your child has completed during a specific activity.

You too can add observations and activities that your child has done during 'Lockdown'. Over the next few weeks please try to add some observations to the site. Any learning your child has done, if they have been practising their numbers, or even if they are learning to ride a bike. All of this information can go onto this app/site with photo's to build up 'evidence' of your child's learning.

Please read the information below to help guide you with the site.

Take care, and be safe

The Reception Team

Evidence Me Parent App

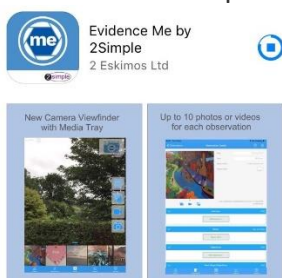


The Evidence Me Parent App can be downloaded by clicking one of the above icons.

Download the App from your devices' App Store

1.

1. Visit the App Store or Play Store on your device and search for **Evidence Me by 2Simple**
2. Follow the steps to download the app



Log in to the app

1. Open the app on your device
2. Enter your **Email** and **password**
3. Tap **Login**
4. The following pop up message will appear:
 - **"Evidence me" Would Like to Access the Camera – Tap OK**
 - **"Evidence me" Would Like to Access the Microphone – Tap OK**

- **Would you like to save this password to use with apps and websites? Please Note:** If you are using a shared iCloud account we would recommend clicking **Not Now**
 - **Do you want to set a PIN?** we recommend that you select **OK** to keep your app secure (you can select **No** and set this up at a later date).
5. Press **OK**

[Create a Parent App Observation](#)


For each Parent Share observation, you can add evidence. This could be an activity or a piece of work.

Tap on one of the below icons on the app Create screen to start your observation



1. The photo will be instantly captured
 2. Edit your image using the image edit features – **Please Note** this feature will only appear if you have switched on **Enable Crop Screen** in the **Settings** area of the app
 3. Tap **Done** in the bottom right-hand corner
 4. Select **Tap to Edit**
- TOP TIP:** Your observation will automatically appear on your recent observations bar so you can always edit it at a later date.



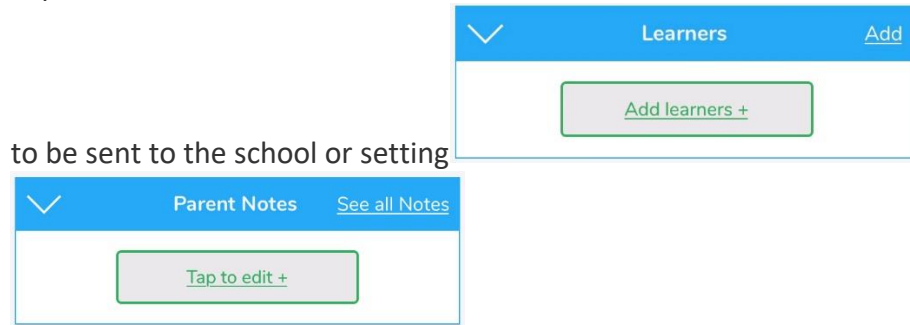
1. The video will automatically start recording
 2. Click on the **stop button**  to stop the recording
 3. Click **Tap to Edit**
- TOP TIP:** Your observation will automatically appear on your recent observations bar so you can always edit it at a later date.

Date	<input type="text" value="14 Aug 2019"/>
Time	<input type="text" value="02:00 pm"/>
Observed by	Kevia Conneran

1. Click to amend the date and time (if required)
2. Tap on one of the icons below the image to upload more evidence



3. Tap **Add Learners +** – Please note a learner must be added in order for the observation



4. Tap **Add Parent Notes +**

Observations will automatically be uploaded to the school's account as long as your device is connected to wifi. This is indicated by a green dot appearing in the top left-hand corner of the observation thumbnail.

Observations with a red dot in the top left-hand corner have not yet been uploaded and will upload as soon as your device is connected to a good wifi connection.

[View App Observations](#)

You will receive an email notification every time an observation is uploaded to the app for your child. By clicking on the link within the email notification you will automatically be taken to the new observation within your Evidence Me App.

You can view Parent Share observations at any time by opening the Evidence Me App and tapping **Observations** on the quick-access bar in the bottom left-hand corner.

[Add Parent Notes](#)

You can add notes/ comments to any observations by tapping **Tap to edit +** under the **Parent Notes** area of the observation. Type your note and click **Back** in the top left-hand corner for your notes to be automatically saved to the observation.

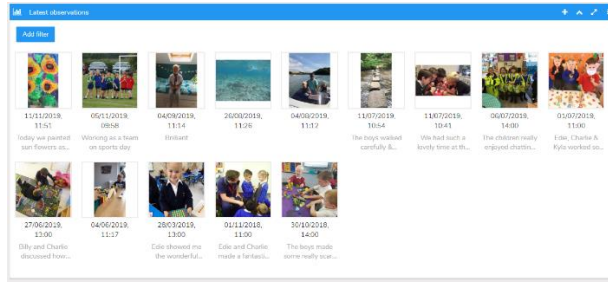


[Parent Share Web Suite](#)

Please visit **evidence.me** and log in with your username and password. We recommend that you use **Google Chrome** when accessing the web suite to ensure you have full access to all its features.

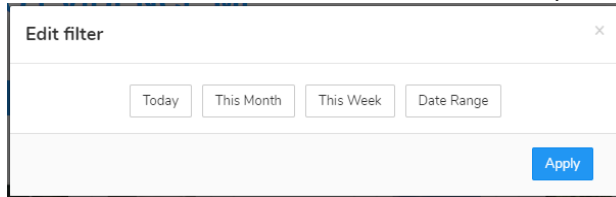
[View Observations](#)

From the Evidence Me home page, you can view all the latest observations.



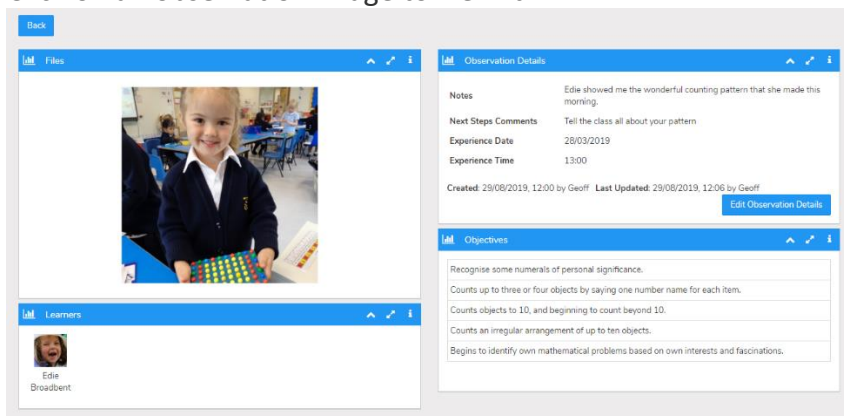
1.

1. Click **Add filter** to view observations for a particular date.

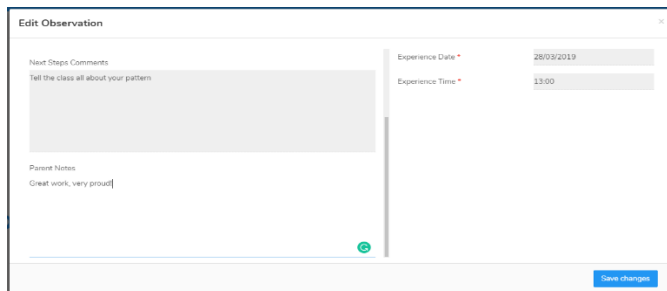


2.

Click on an observation image to view it.




2. Click **edit observation details to add Parent Notes**



[Create an Observation](#)

Creating observations directly on the Web Suite is really quick and simple.

1.


1. Click on the  icon in the top right corner of the **Latest Observations** bar
2. Select your child/ children



3. Click **Create an Observation**
4. Click **Upload** in the top left-hand corner to add an image (photo/ video)
5. Upload your image by **dragging & dropping** it into the box or select **Browse**
6. Use the blue box to crop your image and click **Add Image**
7. Click **Upload** in the bottom right-hand corner



TOP TIPS:

1.
 - To add more than one image re-click the **Upload** button
 - To delete an image click to highlight it, click on the bin icon  in the top right-hand corner and click **Delete**

Your Parent Share observation will be automatically submitted to your child's setting.